



Safe School Inspection Guidebook

**Los Angeles Unified School District
Office of Environmental Health & Safety**



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Introduction

Safe School Inspection Guidebook

The education of our children requires that we establish and maintain a learning environment that is safe and health-protective. This effort requires the commitment and active participation of school administrators, plant managers, teachers, parents and central support staff.

Central to this effort is an understanding of the health and safety standards to which schools must comply, periodic assessments of the extent of compliance, and the implementation of corrective actions where appropriate. In 2001, the Office of Environmental Health and Safety (OEHS) initiated routine health and safety inspections in all schools within the Los Angeles Unified School District (LAUSD). The inspections are designed to assess compliance with federal, state and local regulations dealing with school health and safety.

This *Safe School Inspection Guidebook* is a compilation of the safety standards and other regulatory requirements applicable to LAUSD schools. It is divided into 15 subject areas: Asbestos Management, Campus Security, Chemical Safety, Construction Safety, Emergency Procedures (Safe School Plan – Volume 2), Facilities and Equipment Maintenance, Fire/Life Safety, Indoor Environment, Injury and Illness Prevention, Lead Management, Miscellaneous, Off-Site Risks, Pest Management, Prevention Programs (Safe School Plan – Volume 1), and Traffic and Pedestrian Safety. In each of these areas, the *Guidebook* presents a list of standard corrective actions to address any noncompliance with specific regulatory requirements.

In conducting an inspection, OEHS evaluates the extent to which school conditions and operating practices are in compliance with the regulatory standards referenced in this *Guidebook*.

Following the inspection, the Site Administrator is provided with a *Corrective Action Notice* indicating actions necessary to achieve compliance. The school is also given a *Health & Safety Compliance Scorecard* which includes a rating of “Good,” “Fair” or “Poor” based on the findings of the inspection.

This *Safe School Inspection Guidebook* and copies of all *Corrective Action Notices* and *Health & Safety Compliance Scorecards* may be found on the OEHS Website at <http://achieve.lausd.net/oehs> under Inspection Results.



Asbestos Management

Subtype	Corrective Action for Identified Deficiency	Reference
3-Year Re-Inspection	Ensure a 3-Year Asbestos Re-Inspection is conducted by the Facilities Environmental Technical Unit (FETU) and results are included in the school Asbestos Management Plan. For assistance, contact FETU at (213) 745-1450.	HSC § 25915; 40 CFR § 763.85
6-Month Surveillance	Ensure 6-Month Visual Surveillance is conducted by the Facilities Environmental Technical Unit (FETU) and results are included in the school Asbestos Management Plan. For assistance, contact FETU at (213) 745-1450.	HSC § 25915; 40 CFR § 763.85
A-Form Review	Ensure the Asbestos Management Plan is consulted prior to disturbing any building material to identify asbestos containing materials. Appropriate work practices must be followed by properly trained personnel. For assistance, contact the Facilities Environmental Technical Unit (FETU) at 213-745-1450.	
Asbestos Awareness	Provide 2-hour Asbestos Awareness training to custodial and maintenance staff. Training shall be provided within 60 days of employment. Contact OEHS at (213) 241-3199 for assistance.	8 CCR § 5208; 40 CFR § 763.92
Asbestos Work Compliance	Ensure compliance with asbestos work practices, engineering controls, personal protective equipment, and clearance air monitoring requirements for all releases or abatement activities.	HSC § 25915; 40 CFR § 763; 8 CCR § 1529
Condition of Material	Maintain all floors and other building components constructed of asbestos containing material in good condition to prevent deterioration.	8 CCR § 5208
Floor Buffing	Do not burnish or dry-buff floors that may contain asbestos unless there is a sufficient finish to ensure the pad does not contact asbestos containing material.	8 CCR § 5208
Non-Qualified Personnel	Prohibit the handling or disturbance of asbestos containing material by non-qualified personnel.	HSC § 25915; 40 CFR § 763.93
Other	Other	
Plan Available	Ensure that an Asbestos Management Plan is available to employees, parents and others pursuant to 40 CFR.	HSC § 25915; 40 CFR § 763.93



Asbestos Management

Subtype	Corrective Action for Identified Deficiency	Reference
Plan Current	Confer with Facilities Environmental Technical Unit (FETU) to ensure that the Asbestos Management Plan is current and identifies the location of all asbestos containing material. For assistance, contact FETU at (213) 745-1450.	HSC § 25915; 40 CFR § 763.93
Plan Log	Ensure all parties who review or modify the Asbestos Management Plan sign the log located at the front cover of the plan.	
Restrict Access - Asbestos	Restrict access to areas identified as having damaged and/or friable asbestos containing material or areas undergoing abatement activities.	8 CCR § 5208
Warning Labels - Asbestos	Attach warning labels on or immediately adjacent to known or suspected asbestos containing material in boiler rooms, fan rooms and other maintenance areas. Warning labels must be clear and conspicuous and must state: "DANGER: ASBESTOS. Cancer and lung disease hazard. Do not disturb without proper training and equipment."	HSC § 25915; 40 CFR § 763.95
Warning Signs - Asbestos	Post warning signs at the entrance of boiler rooms, fan rooms and other maintenance areas with asbestos containing material. Warning signs must be clear, conspicuous and must state: "Asbestos Containing Material has been identified in this room. See Asbestos Management Plan book for specific type, location and work practices to be followed."	HSC § 25915; 40 CFR § 763.95; 8 CCR § 1529
Worker Training	Ensure all employees engaged in Class I through Class IV asbestos work activities have received the required training.	8 CCR § 1529



Campus Security

Subtype	Corrective Action for Identified Deficiency	Reference
Emergency Communication	Ensure all classrooms are provided with a communications system that can contact the main office or call 911. New schools and building additions constructed after 2000 require a telephone system capable of calling 911.	CEC 17077.10
Locked Campus	Lock all fences and gates at the beginning of classes each morning and keep them locked until the end of the school day. The main entrance shall remain open during school hours and must be monitored at all times, pursuant to BUL-1325.1.	Safe School Plan, Volume 1 – Prevention Programs; BUL-2219
Metal Detector < 1000	Ensure a minimum of two metal detector wands are available for every middle school and high school with enrollment less than 1000.	BUL-5424.0
Metal Detector > 1000	Ensure a minimum of four metal detector wands are available for every middle school and high school with enrollment of 1000 or more.	BUL-5424.0
Metal Detector Logs	Ensure a current log recording the date, time and location for random metal detector searches is maintained for middle and high schools and indicates whether weapons have been recovered. The log must show the last three years of activity and be kept on file with the Safe School Plan Binder.	BUL-5424.0
Other	Other	
Parking	Do not permit parking of vehicles on District property without approval of Site Administrator.	OEHS Safety Alert No. 06-03
Restricted Access	Prevent access to crawl spaces, roof access, mechanical rooms or other passageways not intended for use by students or unauthorized staff.	8 CCR § 1541
Supervision	Develop and implement a campus supervision plan that clearly delineates times and locations on campus that require specific supervision, such as during scheduled activities and at bus loading zones.	Safe School Plan, Volume 1 – Prevention Programs



Campus Security

Subtype	Corrective Action for Identified Deficiency	Reference
Vandalism Reporting	Ensure all acts of vandalism are reported to School Police, OEHS and Maintenance & Operations, including graffiti and property damage. Document incidents in the Incident System Tracking Accountability Report (ISTAR).	OEHS IIPP Template, Attachment E – Facilities Inspection Form; BUL-5269.2
Visitation Policy	Ensure school visitation policy is posted and distributed annually to parents and staff.	Safe School Plan, Volume 1 – Prevention Programs; BUL-1325
Visitor's Pass	Ensure visitors entering school grounds sign in and receive a visitor's pass.	Safe School Plan, Volume 1 – Prevention Programs; BUL-1325; California State Constitution, Article I, Section 28



Chemical Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Acid Cabinets	Ensure corrosive chemicals (acids and bases) are secured and stored separately in non-metal cabinets.	
Chemical Hygiene Plan	Maintain and implement Chemical Hygiene & Safety Plan and ensure it is readily available to all employees. The plan shall identify a Chemical Safety Coordinator and be revised at least annually. To obtain a copy of the template, contact OEHS at (213) 241-3199.	8 CCR § 5191; 29 CFR § 1910.1450; OEHS Chemical Hygiene & Safety Plan
Chemical Hygiene Training	Provide and document annual Chemical Hygiene & Safety training to all science staff. Retain sign-in sheets and materials presented for at least 3 years.	8 CCR § 5191; 29 CFR § 1910.1450; OEHS Chemical Hygiene & Safety Plan
Chemical Inventory	Ensure a site chemical inventory is maintained pursuant to the Hazard Communication Program. The inventory must include all chemical products used or stored on site including cleaning, art, laboratory, shop and office products.	8 CCR § 5191
CSC Checklist	Conduct monthly inspections of laboratory chemical storage areas and submit the checklists to OEHS at csc@lausd-oehs.org .	Reference Guide 1563.3
Eyewash	Provide approved hands-free eyewash stations in all laboratories or work areas where chemicals can cause corrosion, severe irritation or permanent tissue damage or which are toxic by absorption. Eyewash stations must be free of obstructions, accessible and reachable within 10 seconds (approximately 50 feet) from work stations.	8 CCR § 5162; OEHS Chemical Hygiene & Safety Plan
Eyewash/Shower Inspections	Ensure eyewash stations and shower equipment are activated at least monthly to verify proper operations and maintain written documentation for 3 years.	8 CCR 5162



Chemical Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Flammable Cabinets	Ensure flammable and combustible liquids are secured in approved cabinets with self-closing doors.	8 CCR § 5417; 19 CCR § 3.15; 8 CCR § 5533; 29 CFR § 1910.106(d)(3)(I); OEHS Chemical Hygiene & Safety Plan Bulletin
Flammable Labeling	Ensure flammable storage bunkers, rooms and cabinets are labeled "Flammable - Keep Fire Away".	8 CCR § 5533
Flammable Storage Room Aisles	Ensure aisles are at least three feet wide in flammable storage rooms to provide safe emergency egress.	8 CCR § 5533; 29 CFR § 1910.106
Flammable Storage Room	Do not locate flammable material storage rooms in buildings occupied by students.	8 CCR § 5533; 29 CFR § 1910.106; 19 CCR § 3.15; LAMC 57.30.11, 57.11.10(A)
Flammable Storage Room Ventilation	Ensure exhaust ventilation systems in flammable material storage rooms provide six air exchanges per hour and the control switch is located outside the room. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 5533; 29 CFR § 1910.106
Floor Plan	Post in a conspicuous area the floor plan drawings of science laboratories indicating locations of waste disposal containers and safety equipment.	8 CCR § 5191; 29 CFR § 1910.1450; OEHS Chemical Hygiene & Safety Plan
Food Storage	Avoid storing, handling, and consuming food or beverages in chemical storage areas or areas used for laboratory operations. Ensure food items are not stored with chemicals.	8 CCR § 5191 Appendix A



Chemical Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Gas Cans	Ensure flammable materials are stored in approved safety containers, such as a portable gas can, and properly labeled.	8 CCR § 5531; 8 CCR §5533; 8 CCR § 5535; 8 CCR § 5541
Gas Cylinder Compatibility	Separate compressed flammable gases and oxidizing gases by either a 1-hour fire wall or distance of 25 feet.	8 CCR § 5533; 29 CFR § 1910.106
Gas Cylinder Condition	Ensure compressed gas cylinders are free of corrosion, dents, cuts, gouges, bulges, oil, grease and leaks.	8 CCR § 4649; 29 CFR § 1910.101
Gas Cylinder Hydrostatic Test	Ensure all compressed gas cylinders have a current hydrostatic test stamp near the valve.	8 CCR § 4649; 29 CFR § 1910.101
Gas Cylinder Storage	Ensure compressed gas cylinders are stored upright, in a well ventilated area and by hazard class. Cylinders must be secured, capped and kept at least 20 feet from flammable liquids, oxidizers, and other sources of ignition.	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104
Gas Cylinder Storage Signs	Ensure all compressed gas cylinders are labeled by hazard classes (such as flammable, combustible, inert, etc.) Ensure “NO SMOKING - NO OPEN FLAME” signs are posted where compressed gas cylinders are stored. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104; BUL-2356
Grounding and Bonding	Ensure that all containers dispensing flammable materials are grounded and bonded.	LAMC § 57.30.64; 29 CFR § 1910.106
Haz Com Program	Implement a Hazard Communication Program pursuant to Cal/OSHA requirements. To obtain a copy of the District’s Hazard Communication Program, contact OEHS at (213) 241-3199.	8 CCR § 5194; 29 CFR § 1910.1200
Haz Com Training	Provide employees with annual Hazard Communication training on hazardous chemicals used in their respective work areas. Employees must be retrained when new hazards are introduced into the workplace.	8 CCR § 5194; 29 CFR § 1910.1200



Chemical Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Haz Waste - Aisle	Maintain unobstructed aisle space in hazardous waste storage areas.	22 CCR § 66264.35
Haz Waste Characterization	Ensure the proper characterization of all waste (hazardous and non-hazardous). For assistance, contact OEHS at (213) 241-3199.	22 CCR § 66262.11; 40 CFR § 262.11
Haz Waste Container Condition	Ensure all hazardous waste containers are in good condition, free of leaks and provided with secondary containment.	
Haz Waste Container Inspection	Conduct daily inspections of containers in waste accumulation areas and weekly inspections of containers in waste storage areas.	22 CCR § 66262.34; 40 CFR § 262.34
Haz Waste Containers Closed	Keep hazardous waste containers closed except when adding waste.	22 CCR § 66262.34; 40 CFR § 262.34
Haz Waste Disposal	Dispose of hazardous waste generated at schools at least every 180 days. To request pickup and disposal services, complete a request form at www.lausd-oehs.org , or contact OEHS at (213) 241-3199 for assistance.	22 CCR § 66262.34; 40 CFR § 262.34
Haz Waste Labels	Label hazardous waste containers with the words: "HAZARDOUS WASTE", the physical state of the waste, the hazard class, the accumulation start date and the address of the generator.	22 CCR § 66262.31; 40 CFR § 262.34
Haz Waste Storage Supplies	Supply hazardous waste storage areas with spill kits, fire extinguishers, communication systems and decontamination equipment.	22 CCR § 66262.34; 40 CFR § 262.34
Lab Chemical Inventory	Post current laboratory chemical inventory in chemical storage areas.	8 CCR § 5191
Lab Chemical Storage	Ensure all laboratory chemicals are stored properly. Lab chemicals must not be stored in fume hoods or on floors, and shall be stored by compatibility type as described in the California Science Handbook or the Chemical Hygiene & Safety Plan.	OEHS Chemical Hygiene & Safety Plan



Chemical Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Lab Waste Disposal	Properly dispose of all outdated, retrograde, or otherwise expired laboratory chemicals. To request pickup and disposal services, complete a request form at www.lausd-oehs.org , or contact OEHS at (213) 241-3199 for assistance.	22 CCR § 66262.11; 40 CFR § 262.11
Label Cabinets	Label laboratory cabinets and storage areas as required in the Chemical Hygiene & Safety Plan.	OEHS Chemical Hygiene & Safety Plan
Label Container	Label each hazardous substance container, including secondary containers, indicating identity of the contents and appropriate hazard warnings.	8 CCR § 5194; 29 CFR § 1910.1200
Lock Cabinets	Lock all laboratory chemical storage cabinets when not in use.	OEHS Chemical Hygiene & Safety Plan
Max. Quantities - LA City	Do not store more than two 60-gallon drums of gasoline and two 60-gallon drums of diesel fuel in flammable material bunkers at sites within the City of Los Angeles.	LAMC 57.30.30 Uniform Fire Code (UFC) 7902.5.7.2
Max. Quantities - LA County	Do not store more than one 60-gallon drum of gasoline and two 60-gallon drums of diesel fuel in flammable material bunkers at sites within unincorporated areas of Los Angeles County.	Uniform Fire Code (UFC) 7902.5.7.2
Max. Quantity - Outside Bunkers	Do not store more than 60 gallons of flammable liquids in areas outside flammable material bunkers.	LAMC 57.30.30; Uniform Fire Code (UFC) 7902.5.7.2
Other	Other	
Oxygen Use Signage	Ensure signs are posted in areas where oxygen is used and stored (such as classrooms, nurse's office and storage rooms.) The signs must indicate "OXYGEN IN USE - NO SMOKING - NO OPEN FLAMES".	Bulletin 2356.0



Chemical Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Restraints	Ensure all chemical storage shelves and cabinets are equipped with lips or other devices to prevent stored materials from falling. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS Chemical Hygiene & Safety Plan
SDS	Maintain current Safety Data Sheets (SDS) for each hazardous substance used on site.	8 CCR § 5194; 29 CFR § 1910.1200
Showers	Provide approved deluge showers in all laboratories or work areas where chemicals can cause corrosion, severe irritation or permanent tissue damage or which are toxic by absorption. Showers must be free of obstructions, accessible and reachable within 10 seconds (approximately 50 feet) from work stations.	8 CCR 5162
Spill Kits	Ensure all chemical storage areas are provided with a spill kit containing absorbent, neutralizing chemicals and other spill-control materials.	8 CCR § 5191
Storage - Temperature	Keep all laboratory chemical storage areas cool and well ventilated.	OEHS Chemical Hygiene & Safety Plan
Storage Compatibility	Ensure all chemicals are stored by compatibility type. Refer to the California Science Handbook, Flinn Scientific's Suggested Chemical Storage Pattern or the Safety Data Sheets (SDS).	8 CCR § 5533; 19 CCR § 3.15; 29 CFR § 1910.106
Storage- Volatiles	Store all volatile laboratory chemicals in an explosion-proof cabinet.	OEHS Chemical Hygiene & Safety Plan
Student Access	Ensure that all hazardous chemicals are kept out of reach of students and stored in secure locations.	
Unauthorized Chemicals	Do not use chemicals unless approved for District use by OEHS. Refer to OEHS website at www.lausd-oehs.org (see Product Review) or contact OEHS at (213) 241-3199 for assistance.	8 CCR § 5194; 8 CCR § 5228; 29 CFR § 1910.1450



Construction Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Barricades	Ensure construction and storage areas are properly barricaded for the duration of the project.	
Clean Work Areas	Ensure work areas, passageways, stairs and storage areas are clear of debris.	8 CCR § 1513
Competent Person	Ensure a competent safety representative is on site during all construction activities.	LAUSD Specifications
Coordination with School	Ensure all construction activities and locations are coordinated with the site administrator.	
DSA-6 Form	Provide DSA-6 form indicating completion of construction work.	
Dust Control	Ensure all construction activity is properly managed and adequate engineering controls are implemented to minimize dust generation.	8 CCR § 1528
Equipment Storage	Secure all construction equipment and chemicals in approved storage areas or remove from site daily.	LAUSD Specifications
First Aid/CPR - Construction	Ensure contractor has personnel trained and certified in first aid and CPR on site during construction activities.	8 CCR § 1512
ID Badges	Ensure all contractors wear identification badges while on District sites.	LAUSD Specifications
Other	Other	
Portable Toilets	Ensure portable toilets are located in a secure work area, locked during non-working hours and maintained in a sanitary condition. Hand washing facilities must be provided.	
Postings - Construction	Display required OSHA and labor compliance postings in a conspicuous area.	
Project Status Report	Provide a signed Project Status Report indicating 100% completion of the fire alarm/fire suppression systems and other essential safety systems.	



Construction Safety

Subtype	Corrective Action for Identified Deficiency	Reference
School Dumpsters	Ensure school trash receptacles/dumpsters are not used for construction debris.	LAUSD Specifications
Shoring and Sloping	Ensure construction trenching and excavations are properly shored, sloped or engineered and any modifications receive prior approval from a competent person and the Facilities Services Division.	8 CCR § 1541
Storm Water Pollution Plan	Maintain and implement a site specific Storm Water Pollution Prevention Plan and ensure it is available on site for review.	SWRCB 99-08-DWQ
Tailgate Meetings	Conduct and document weekly tailgate safety meetings.	8 CCR § 1509
Trenches	Provide guarding or other visible perimeter protection for ditches, pits, excavations and surfaces in poor repair.	8 CCR §1541; 8 CCR § 3273
Unauthorized Work	Discontinue unauthorized construction work. All construction activities must be pre-approved by the Facilities Services Division and conducted in accordance with LAUSD specifications.	



Emergency Procedures (Safe School Plan, Volume 2)

Subtype	Corrective Action for Identified Deficiency	Reference
Drills	Conduct and document periodic Fire/Life Safety drills (at least monthly for primary schools or once each semester for secondary schools). Maintain log of all emergency drills conducted on site.	REF-5803
Emergency Container	Provide and maintain dedicated emergency supply storage containers. For assistance contact the Office of School Operations at (213) 241-5337.	Safe School Plan, Volume 2 – Emergency Procedures; REF-802
Emergency Bin - Location	Ensure cargo storage containers are placed on concrete pads, at least 20 feet from the property line or any building.	California Administrative Code Title 24, Part 1, Section 4-314
Emergency Supplies	Ensure emergency supplies include flashlights, batteries, battery-powered radio(s), first aid kits for every 400 persons, drinking water (ratio 1.5 gallons per person), wrenches, pumps, pitchers, cups, bleach, search and rescue kit for every 500 persons, canned food and personal hygiene products. For assistance contact the Office of School Operations at (213) 241-5337.	Safe School Plan, Volume 2 – Emergency Procedures; REF-801; REF-802
Emergency Water	Ensure emergency supplies are inspected and refreshed on a regular basis. Label water drums with expiration date. Change out untreated tap water every six months and disinfected water every three years.	Safe School Plan, Volume 2 – Emergency Procedures; REF-801; REF-802
Other	Other	
Overhead Storage	Remove all materials and objects stored on top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling.	



Emergency Procedures (Safe School Plan, Volume 2)

Subtype	Corrective Action for Identified Deficiency	Reference
Safe School Plan - Vol 2	Prepare and annually update Safe School Plan, Volume 2 – Emergency Procedures. Ensure a printed copy is available on site. For assistance contact the Office of School Operations at (213) 241-5337.	CEC § 35294; Safe School Plan, Volume 2 – Emergency Procedures; REF-1242; REF-5511
Seismic Bracing - Furniture	Provide seismic bracing for furniture, equipment and appliances.	OEHS Safety Alert No. 02-05
Seismic Bracing - Water Heater	Provide seismic bracing for heating, ventilation and air conditioning (HVAC) units and water heater tanks. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Training - Emergency Procedures	Train all employees on emergency procedures within the first three months of the each school year and maintain documentation of date of training, agenda, training materials and sign-in sheet.	CEC § 35294; Collective Bargaining Agreement UTLA & LAUSD Articles XXIV and XXVIII
Utility Shut-off Valves	Ensure that utility shut-off valves are clearly marked and free of obstructions.	



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Artificial Turf Maintenance	Maintain artificial turf per manufacturer's instructions. Ensure turf is raked and watered regularly.	
Asphalt	Ensure asphalt and other paved areas are in good condition (e.g., free of significant cracks, holes, standing water). If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Broken Windows	Ensure broken or cracked windows are reported, cleaned up, and repaired within 72 hours. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Carpeting	Ensure carpeting is clean and in good condition. Consult the Asbestos Management Plan prior to repair. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Cart Brakes	Check hand-held brakes on motorized carts daily to ensure they are in working condition.	Maintenance & Operations Procedure G-U-1
Cart Key Activation	Ensure motorized carts require key activation, and the key is removed when cart is not in use or unattended.	
Cart Wheel Chocks	Place wheel chocks in front of and behind one wheel of motorized carts when stationary. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Ceiling Tile	Repair/replace damaged or missing ceiling tile(s). Consult the Asbestos Management Plan prior to repair. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Clearance - Electrical Equipment	Maintain a minimum 3-foot clearance around all electrical equipment (e.g., electrical panels, switchgear, transformers).	8 CCR § 2340; 29 CFR § 1910.303
Dumpsters	Keep dumpster lids closed when not in use.	
Electrical Guarding	Ensure electrical equipment components operating at 50 volts or above are guarded to prevent access, unless confined to rooms only accessible to qualified persons.	8 CCR § 2340; 29 CFR § 1910.303
Electrical Panel Labels	Label all circuit breakers within electrical panels to clearly identify the circuits they are protecting. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	29 CFR § 1910.303
Fats, Oil, and Grease	Ensure fats, oils, and greases are frozen prior to disposal.	LAUSD BMPs
Fences and Gates	Ensure fences and gates are maintained in good repair. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Fixture Operation	Maintain toilets, fixtures and drains in proper working condition. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	BUL-735
Flooring	Repair/replace damaged or missing flooring. Consult the Asbestos Management Plan prior to repair. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Food Disposal	Do not discharge food waste into sink garbage disposals. All food waste should be disposed of in refuse bins.	LAMC Article 4 Section 64.30
Fueled Equip - Storage	Ensure lawnmowers and other fueled equipment are stored in a secure area and not located in buildings occupied by students.	



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Fueled Equip - Use	Do not use gasoline or diesel powered equipment in buildings or other enclosed areas.	
Good Repair	Ensure campus grounds and equipment are maintained in good repair. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Ground Fault Interrupter	Ensure power tools/equipment are used on circuits protected by ground fault interrupter (GFI).	29 CFR § 1910.304
Ground Striping	Ensure ground striping and parking lines are clearly visible. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Hot Water	Ensure hot water is provided in food preparation areas, health offices and showers. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Housekeeping	Ensure all areas in the school are clean, well maintained and free of clutter.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
HVAC Vent Stacks	Ensure vent stacks are not located within 10 feet of Heating, Ventilation and Air Conditioning (HVAC) system air intakes. Roof-mounted vent stacks should extend above the parapets walls and air intake vents. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
In-Wall Table Inspection	Inspect in-wall tables and benches at least twice a year and maintain documentation.	



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
In-Wall Tables	Ensure all in-wall table and bench safety devices (such as cam locks/butterfly locks) are utilized and functional. Remove equipment from service if any safety mechanism is not operating properly. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Kitchen BMP Training	Train food service workers on “Best Management Practices for Industrial Waste Disposal” and maintain training records. For assistance, contact Food Services at (213) 241-3388.	LAMC Article 4 Section 64.30; LAUSD Industrial Wastewater Management Procedures
Kitchen Waste BMP Posting	Conspicuously post “Best Management Practices for Industrial Waste Disposal” in the cafeteria kitchen and/or food preparation area. For assistance, contact Food Services at (213) 241-3388.	LAMC Article 4 Section 64.30; LAUSD Industrial Wastewater Management Procedures
Kitchen Waste Practices	Implement “Best Management Practices for Industrial Waste Disposal” as defined by the Food Services Branch. For assistance, contact Food Services at (213) 241-3388.	LAMC Article 4 Section 64.30; LAUSD Industrial Wastewater Management Procedures
Landscaping	Ensure tree canopies are adequately raised, plants are adequately trimmed and landscape is free of tripping hazards or other obvious hazards. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Lifts	Conduct and document weekly testing of all special access lifts (e.g., wheelchair lifts, auditorium stage lifts and swimming pool immersion lifts).	29 CFR§ 1910.68; M&O Procedures for Access Lifts



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Light Covers	Repair/replace damaged or missing light covers. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Lighting - Indoor	Ensure all areas within the school have adequate indoor lighting. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	LAUSD School Design Guide; LAUSD Contract Specification 16525-3
Lighting - Lamps	Repair/replace burned out light bulbs (lamps). If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Lighting - Outdoor	Ensure there is adequate outdoor lighting for after-school activities.	LAUSD School Design Guide
Other	Other	
Outlet Covers	Provide approved covers for all electrical outlets, switch plates, pull boxes, and junction boxes. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 2340; 29 CFR § 1910.305
Permits - Air Quality	Ensure equipment, subject to South Coast Air Quality Management District (SCAQMD) requirements, is lawfully permitted.	(SCAQMD) Rules and Regulations
Permits - OSHA	Post valid operating permit near air compressor, air pressure tank, elevator, boiler, or other equipment subject to Occupational Safety and Health Administration (OSHA) permitting.	8 CCR § 461; 8 CCR § 344.2; 8 CCR § 344.1
Playground Age Signs	Ensure age appropriate use signs and playground safety rules are affixed to playground equipment. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Playground Equip - Compliant	Ensure playground equipment and matting complies with American Society for Testing and Materials (ASTM) standards and Consumer Products Safety Commission (CPSC) guidelines.	22 CCR § 65710; ASTM 1487; CPSC Guidelines



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Playground Equip - Initial Inspection	Ensure playground equipment is inspected and approved by a National Playground Safety Institute certified inspector prior to the installation of surfacing material and use.	22 CCR § 65710; CPSC Guidelines
Playground Equip - Restrict Access	Discontinue use of and restrict access to playground equipment that does not meet current California Playground Safety Regulations, Consumer Product Safety Commission, American Society Testing Materials and District requirements.	22 CCR § 65710; CPSC Guidelines
Playground Inspection - Routine	Ensure playground equipment is inspected daily by site staff and at least annually by a National Playground Safety Institute Certified Inspector.	ASTM 1487; CPSC Guidelines
Playground Surfacing Condition	Repair/replace damaged or deteriorated playground surfacing materials. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Playground Surfacing Test	Ensure playground surfacing material is tested for Head Injury Acceptance Criteria (HIC) and approved by OEHS prior to use.	
Powered Equip - Condition	Periodically inspect equipment to ensure that electrical cords, hoses and fittings and safety devices are in good condition.	8 CCR § 5533; 29 CFR § 1910.106; 19 CCR § 3.15; LAMC 57.30.11, 57.11.10(A)
Powered Equip - Training	Ensure proper training of personnel that use steam cleaners, pressure washers, wet abrasive washers or other cleaning equipment.	
P-Trap Primers	Ensure the plumbing P-trap primers are operating properly. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Recycling	Consider waste recycling for paper, cardboard, toner cartridges and beverage containers. For assistance, contact OEHS at (213) 241-3955.	MEM-997; OEHS Safety Alert No. 06-02
Restroom - Ventilation	Maintain restroom exhaust fans in proper working condition. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	BUL-735



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Restroom Adequate - Elem Post-1994	Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed after 1994: one urinal for every 75 male students; one toilet for every 30 male students; and one toilet for every 25 female students).	CEC § 35292.5; BUL-735
Restroom Service Log	Maintain a daily restroom service log for review by District Staff.	BUL-735
Restroom Supplies	Ensure restrooms are adequately stocked with toilet paper, soap and paper towels.	CEC § 35292.5; BUL-735
Restrooms - Available	Ensure that restrooms are clean, in good repair, and open throughout the school day.	BUL-735.1
Restrooms - Gender Designation	Provide gender-segregated restrooms in all facilities which have more than five employees, with signage indicating male or female use.	8 CCR § 3364
Restrooms - Use Designation	Provide separate restrooms for students and staff. Student restrooms may be used by the public for public events.	
Restrooms Adequate - Elem Pre-1994	Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed prior to 1994: one urinal for every 30 male students; one toilet for every 100 male students; and one toilet for every 35 female students).	Uniform Building Code (UBC) Section 805
Restrooms Adequate - Female staff	Provide adequate restroom facilities for employees (one toilet for up to 34 female employees; two toilets for 35 to 54 female employees; three toilets for over 55 female employees; and one additional toilet for every 40 additional female employees).	Uniform Building Code (UBC) Appendix C
Restrooms Adequate - Kinder	Provide and maintain open a sufficient number of restroom facilities to meet student needs (kindergarten buildings: one toilet for up to 20 students; two toilets for 21 to 50 students; and one additional toilet for every 50 additional students).	CEC § 35292.5; BUL-735



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Restrooms Adequate - Male staff	Provide adequate restroom facilities for employees (one urinal for every 50 male employees; one toilet for up to 34 male employees; two toilets for 35 to 54 male employees; three toilets for over 55 male employees; and one additional toilet for every 40 additional male employees).	Uniform Building Code (UBC) Appendix C
Restrooms Adequate - Secondary Post-1994	Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed after 1994: one urinal for every 35 male students; one toilet for every 40 male students; and one toilet for every 30 female students).	CEC § 35292.5; BUL-735
Restrooms Adequate - Secondary Pre-1994	Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed prior to 1994: one urinal for every 30 male students; one toilet for every 100 male students; and one toilet for every 45 female students).	Uniform Building Code (UBC) Section 805
Roof and Gutters	Ensure roofs and gutters are intact and well maintained. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Salvage Items	Remove unusable equipment and other salvage items pursuant to the LAUSD Procurement Manual. To request pick-up, contact Truck Operations at (562) 654-9000.	REF-1293
Sandbox	Provide sandbox cover and affix daily. Inspect regularly to ensure sand is free of debris.	
Securing Equipment	Ensure equipment designed to be located in a fixed position is secured to prevent movement.	
Service Call Log	Maintain “Service Call Log” and ensure service calls are made in a timely manner.	OEHS IIPP Template, Attachment E – Facilities Inspection Form



Facilities and Equipment Maintenance

Subtype	Corrective Action for Identified Deficiency	Reference
Sewer Debris	Ensure that debris is periodically cleared from sewer and storm drain inlets.	OEHS IIPP Template, Attachment E – Facilities Inspection Form
Storm Drain	Do not discharge hazardous substances, cleaning agents or waste water into storm drains.	
Training - Sports Equipment	Train students on proper use of sports equipment.	BUL M-66, BUL-42, BUL-44
Trash Bins Clean	Ensure dumpsters and trash cans are not overfilled and the surrounding area is clean and free of debris.	
Weeds	Ensure site is free of weeds.	OEHS IIPP Template, Attachment E – Facilities Inspection Form



Fire/Life Safety

Subtype	Corrective Action for Identified Deficiency	Reference
AED Brochure	Ensure AED Brochure is posted next to every AED and distributed to all staff annually.	BUL-4480.0
AED Inspection	Ensure Automatic External Defibrillators (AEDs) Daily/Monthly Readiness Status Checklist demonstrates staff has conducted daily and monthly inspections. Inspect the AED pads “use before” and the spare battery “install before” expiration dates.	BUL-4480.0
AED Ready to Use	Ensure Automatic External Defibrillators (AEDs) are charged and ready for use. If necessary, contact the AED Program Coordinator at District Nursing Services at (213) 202-7580.	BUL-4480.0
ANSUL System	Ensure ANSUL fire suppression systems are serviced every 6 months. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Clearance - Fire Equipment	Maintain a minimum 3-foot clearance around fire extinguishers, fire hoses, pull stations and sprinkler control valves.	LAMC § 57.57.05
Clearance - Fire Sprinklers	Maintain a minimum 18-inch clearance between overhead sprinklers and materials below. In non-sprinkler areas, a minimum of 2-foot clearance must be maintained.	8 CCR § 6170; OEHS IIPP Template, Attachment E – Facilities Inspection Form; LAMC § 57.57.03
Clearance - Heaters	Maintain a minimum 3-foot clearance around heaters/furnaces.	Uniform Fire Code (UFC) 13.6.3.3
Curtains	Remove curtains that are not flame resistant.	LAMC § 57.110.12; Uniform Fire Code (UFC) 1103.3.3.1



Fire/Life Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Dispersal Area	Ensure safe dispersal areas are located at least 50 feet away from school buildings.	
Egress Doors	Ensure classrooms with occupancy of 50 or more have at least two means of egress.	LAMC § 57.33.04; 8 CCR § 3227
Egress Obstructed	Maintain exit pathways free of obstructions to ensure safe egress.	8 CCR § 3227; LAMC § 57.33.11; 29 CFR § 1910.37
Elevated Load Capacity	Post signs indicating load capacity for elevated work surfaces.	8 CCR § 3211; 8 CCR § 3212
Elevated Work Surfaces Access	Provide a permanent means of access and egress to elevated storage and work surfaces. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 3210; 8 CCR § 3211; 8 CCR §§ 3212
Elevator Signs	Post signs adjacent to elevator call devices indicating procedure to follow in case of emergency.	8 CCR § 3041
Emergency Exit Grills	Provide at least one security grill with “emergency breakaway” capacity for classrooms equipped with security grills. The window with the breakaway grill must be openable and clearly identified as an emergency exit. In classrooms with only one exit door, the breakaway grill must be located furthest from the exit door. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	California Building Code (CBC) Section 305.2.4, Board of Education Report No. 15
Emergency Vehicle Access	Ensure school has at least one entrance gate with an opening of at least 20 feet to accommodate emergency vehicles. Ensure fire lanes are provided and maintained free of obstruction.	LAMC § 57.111.07
Evacuation Map	Post evacuation map in all multi-story buildings at each main entrance, elevator lobby and near enclosed stairwells. Maps are also required in assembly areas with occupancies over 300.	



Fire/Life Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Exit Distances	Ensure the maximum distance from any point in the building to an exterior exit or an enclosed exit stairway does not exceed 150 feet in buildings without sprinklers or 200 feet in buildings with sprinklers. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 3222
Exit Signs	Provide visible exit signs or directional signs for all exit doors and escape pathways. Ensure illuminated exit signs are on at all times. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 3216; LAMC § 57.33.15; 29 CFR § 1910.37; 1997 Uniform Fire Code (UFC) 1212.2
Exit Signs Obstructed	Remove all objects that may conceal or obscure exit signs.	Uniform Fire Code (UFC) 1212.8; 29 CFR § 1910.37
Fire Alarm - Obstruction	Ensure that fire alarm devices are free of obstruction.	LAMC § 57.20.41; 29 CFR § 1910.165
Fire Alarm - Testing	Conduct and document monthly inspections of fire alarms in the Fire Log Book to ensure they are in good working order. Ensure a different pull station is tested each month.	8 CCR § 6184; M & O Procedure No. G-F-2
Fire Alarm Labels	Ensure the listed locations on the fire alarm panel are accurate and correspond to the room numbers posted at each room and the associated map.	
Fire Doors	Do not impair function of self-closing fire rated doors.	LAMC § 57.20.41
Fire Exting. - General	Fully charge and mount portable fire extinguishers and ensure signs are posted to indicate location. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 6151; 29 CFR § 1910.157; LAMC § 57.140.9



Fire/Life Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Fire Exting. - Hydrostatic Testing	Perform hydrostatic testing at the required interval of five or twelve years, depending on the fire extinguishing media. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 6151; 29 CFR § 1910.157
Fire Exting. - Inspection	Conduct and document monthly visual inspection of portable fire extinguishers. Note inspection date on the service tag and the Fire Log Book.	8 CCR § 6151; 29 CFR § 1910.157; M & O Procedure No. G-F-8, G-F-2
Fire Exting. - Service	Ensure portable fire extinguishers are serviced annually. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Fire Exting. - Training	Provide fire extinguisher training to new employees and at least annually thereafter.	8 CCR § 6151; 29 CFR § 1910.157
Fire Watch	Establish a fire watch until local fire authority provides written approval to discontinue fire watch procedures.	REF-1909; LAMC 57.13.03
First Aid/CPR Training	Ensure First Aid and Cardio Pulmonary Resuscitation (CPR) training are current for staff that are required to maintain these certifications.	
Guardrails	Provide standard guard rails for elevated surfaces in excess of 30 inches above any adjacent floor or ground surface (exception: auditorium side of stage and loading docks). Open guardrails shall have intermediate rails or ornamental pattern such that a sphere 4 inches in diameter cannot pass through. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 3209; 8 CCR § 3210; 8 CCR § 3211; 8 CCR §§ 3212; Uniform Building Code (UBC) § 509
K-2 Occupancy	Ensure rooms used by kindergarten, first- or second-grade students are not located above or below the first story unless the building is equipped with automatic fire sprinklers and at least 2 exterior exits doors.	California Building Code 442.4
Ladders - Condition	Ensure portable ladders are routinely inspected and maintained in good repair.	8 CCR § 3278; 8 CCR § 32789; 29 CFR §§ 1910.25, 1910.26



Fire/Life Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Ladders - Metal	Ensure metal ladders are labeled "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT."	8 CCR § 3278; 8 CCR § 3279
No Exit Signs	Place "NO EXIT" signs on non-exit doors or indicate actual use. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 3217; LAMC § 57.33.15; Uniform Fire Code (UFC) 14.14.6.5.3.1
Non-Slip	Provide and maintain non-slip materials on ramps or aisle and walkway surfaces prone to moisture. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 3232; 29 CFR § 1910.22
Occupancy Limit	Post signs in a conspicuous place near the main exit doorway of assembly rooms indicating maximum occupant load and usage.	LAMC § 57.33.04
Other	Other	
Panic Hardware	Ensure panic hardware is provided and maintained on main exit doors or doors are posted with signage indicating "This Door to Remain Unlocked During Business Hours." If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	LAMC § 57.33.10; California Fire Code (CFC) 25.106b
Paper Decorations	Remove all combustible materials (e.g. paper decorations, hanging mobiles) from exit doors, ceilings, electrical panels, light fixtures, fire sprinklers and heaters.	LAMC § 57.22.01; 8 CCR § 3217
Scaffolding	Provide approved scaffolding for work when ladder use is unsafe.	8 CCR § 1637
Site Address	Ensure site address is posted and clearly visible from the street at the front of the main entrance.	LAFD Sec. 57.09.11
Toe Boards	Install standard 4-inch toe boards for elevated surfaces to prevent objects from falling. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR §§ 3209; 8 CCR § 3210; 8 CCR § 3211; 8 CCR § 3212



Fire/Life Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Trip Hazards	Maintain aisles and walkways free of obstruction or tripping hazards.	8 CCR § 3232; 29 CFR § 1910.22
Walkway Guarding	Provide temporary guarding or other controls for floor openings, excavations and damaged walking surfaces to prevent falls. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	8 CCR § 3232; 29 CFR § 1910.22
Waste Receptacles	Replace plastic or rubber waste receptacles with metal or metal-lined waste receptacles.	



Indoor Environment

Subtype	Corrective Action for Identified Deficiency	Reference
ASHRAE Compliant	Indoor air quality measurements were found to be within acceptable limits as established by the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE).	ASHRAE Guidelines
Blocked Vents	Remove all items blocking air vents to ensure adequate ventilation.	EPA Tools for Schools
Complaint Log	Maintain log of nuisance odors potentially affecting indoor air quality. Report to OEHS at (213) 241-3199, and if an outdoor emission source is suspected, contact South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	OEHS Safety Alert No. 03-02
HVAC Condensate Lines	Ensure Heating, Ventilation and Air Conditioning (HVAC) system condensate drain pans and lines are properly maintained and free from obstructions to prevent the accumulation of standing water. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
HVAC Maintenance	Perform periodic preventative maintenance on Heating, Ventilation and Air Conditioning (HVAC) systems. Ensure vents are free of dust and debris. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	EPA Tools for Schools
Medical Referral	Direct students or staff with symptoms of ill health believed to be associated with the building environment to consult the services of a medical professional for assistance in diagnosing medical conditions and determining possible causative factors. District employees may contact the LAUSD Employee Health Services Unit at (213) 241-6326. Student health concerns should be referred to Student Health Services at (213) 241-3840.	
Mold	Mitigate mold and mildew. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	EPA Tools for Schools
Noise Evaluation	Ensure noise levels do not interfere with regular activities. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600 or contact OEHS at (213) 241-3199 for further evaluation.	OEHS Position on Classroom Acoustical Quality



Indoor Environment

Subtype	Corrective Action for Identified Deficiency	Reference
Occupant Diary	Direct affected staff to maintain daily records documenting timing patterns and severity of ill health effects they believe associated with the indoor environment. Staff should use the “Indoor Air Quality Occupant Diary.” Record logs should be returned to OEHS on a weekly basis.	
Odors	Ensure rooms are properly maintained to minimize objectionable odors.	EPA Tools for Schools
Other	Other	
Tools for Schools	Implement the EPA’s “Tools for Schools Program” to address ongoing indoor air quality concerns. For assistance, contact Nursing Services at (213) 202-7580.	EPA Tools for Schools Program
Vehicle Idling	Ensure vehicles are not idling in the vicinity of schools.	13 CCR § 2480
Ventilation - Adequate	Ensure mechanical ventilation systems supply at least fifteen cubic feet of outside air per minute per occupant. Windows/doors shall be open or ventilation must run continuously during occupancy. Thermostats should be set to “fan on” position for continuous ventilation.	EPA Tools for Schools; 8 CCR § 5142; 2001 California Building Code (CBC) § 1202
Ventilation - Exhaust	Ensure adequate exhaust ventilation for all activities emitting air contaminants. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	EPA Tools for Schools
Water Damage	Correct all unresolved water damage. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	EPA Mold Remediation in Schools and Commercial Buildings



Injury and Illness Prevention

Subtype	Corrective Action for Identified Deficiency	Reference
Accident Investigation	Ensure an accident investigation is completed by the injured employee's supervisor within 24 hours and corrective actions are identified to prevent a recurrence of the incident. An Injury/Accident Investigation Report must be completed for each accident in the Incident System Tracking Accountability Report (ISTAR).	OEHS IIPP Template – Attachment G
Air Quality Alerts	Ensure staff and students are notified of Air Quality Advisories pursuant to Reference Guide 886.	REF-886
BBP - Clean Up Kit	Provide bloodborne pathogen cleanup kits for the disposal of bodily fluids and medical waste. Kits shall include personal protective equipment (gloves, goggles, clothing protection) and biohazard bags.	8 CCR § 5193; 29 CFR § 1910.1030
BBP - Decontamination	Clean and sanitize areas that may have been exposed to bloodborne pathogens.	8 CCR § 5193; 29 CFR § 1910.1030
BBP - Exposure Eval	Ensure a post-exposure evaluation is conducted following a potential employee exposure to bloodborne pathogens.	8 CCR § 5193; 29 CFR § 1910.1030
BBP - Plan	Maintain and implement a written Bloodborne Pathogen Exposure Control Plan to minimize exposure to bloodborne pathogens pursuant to Title 8 CCR. (See School Nurse for requirements.)	8 CCR § 5193; 29 CFR § 1910.1030
BBP - PPE	Provide personal protective equipment to employees at risk of exposure to bloodborne pathogens.	8 CCR § 5193; 29 CFR § 1910.1030
BBP - Training	Provide all employees with annual bloodborne pathogen awareness training and maintain documentation.	8 CCR § 5193; 29 CFR § 1910.1030
BBP - Warning Labels	Affix warning labels to all containers used to store, transport or ship potential bloodborne pathogen materials. Ensure biological waste is placed in red biohazard bags.	8 CCR § 5193; 29 CFR § 1910.1030
Elevated Claims Rate	Review accident trends to identify causative factors. Implement corrective actions including staff training to address higher-than-average workers' compensation claims rate.	



Injury and Illness Prevention

Subtype	Corrective Action for Identified Deficiency	Reference
Exten. Cord - Damaged	Destroy and discard electrical cords that are frayed, spliced, taped, or otherwise deteriorated.	8 CCR § 2300; 29 CFR § 1910.305
Exten. Cord - In Series	Ensure extension cords, outlet multipliers and surge protectors are not used in series.	8 CCR § 2300; 29 CFR § 1910.305
Exten. Cord - Near Water	Ensure that flexible cords and cables are not used near sinks, faucets or other water sources.	8 CCR § 2300; 29 CFR § 1910.305
Exten. Cord - On Metal	Do not hang extension cords and cables on metal hangers or supports.	8 CCR § 2300; 29 CFR § 1910.305
Exten. Cord - Through Openings	Ensure extension cords and cables are not run through holes in walls, ceilings, floors or similar openings.	8 CCR § 2300; 29 CFR § 1910.305
Exten. Cord - UL Approved	Ensure extension cords and cables are Underwriter's Laboratories (UL) approved and suitable for the conditions of use.	8 CCR § 2300; 29 CFR § 1910.305
Exten. Cord - Use	Ensure flexible extension cords and cables are not used in place of permanent wiring.	8 CCR § 2300; 29 CFR § 1910.305
Face/Eye and Hand Protection	Provide face/eye and hand protection for persons at risk of injury from airborne objects, particulate matter or hazardous substances.	8 CCR § 3382
Forklift Training	Ensure forklift operators have current Cal/OSHA training certification.	8 CCR § 3668
Fraud	Report suspected cases of workers' compensation fraud to Sedgwick CMS Fraud Unit at (866) 247-2287 x79271. Report other types of fraud to the Office of the Inspector General at (213) 241-7700.	
Guarding - Equipment	Ensure proper guarding is provided and maintained on all equipment to prevent injury to operators.	29 CFR § 1910.212
Guarding - Fans	Ensure all fans with blades located less than seven feet above the floor or working level are equipped with blade guards.	29 CFR § 1910.212



Injury and Illness Prevention

Subtype	Corrective Action for Identified Deficiency	Reference
Hearing Conservation - Complaints	Ensure employees report excessive noise levels in their workplace to their supervisor so that an appropriate evaluation can be made. For assistance contact, OEHS (213) 241-3199.	8 CCR § 5096; 29 CFR § 1910.95
Hearing Conservation Program	Ensure all personnel who are exposed to noise levels greater than 85 dB (A) as a time weighted average are included in the Hearing Conservation Program. For assistance with noise monitoring, training, audiometric testing or other hearing program requirements, contact OEHS at (213) 241-3199.	8 CCR §§ 5097; 29 CFR § 1910.95
Heat Stress	Implement actions to prevent heat-related illnesses pursuant to “District Guidelines for Preventing Heat Stress.”	BUL-963
Household Appliances	Remove household appliances (e.g., toaster/oven, microwave oven, refrigerator, coffee machine, and heater) or other unauthorized electrical appliances from classrooms pursuant to Bulletin C-26.	Bulletin C-26
IIPP - Inspections	Conduct and document semi-annual safety inspections pursuant to Injury and Illness Prevention Program (IIPP). Maintain inspection records for at least 3 years.	8 CCR § 3203; OEHS IIPP Template, Attachment E – Facilities Inspection Form
IIPP - Responsible Party	Designate a person with authority to implement the Injury and Illness Prevention Program (IIPP).	8 CCR § 3203; OEHS IIPP Template – Attachment E – Facilities Inspection Form
IIPP - Safety Committee	Establish a School Safety Committee that meets at least quarterly and documents meeting minutes. Responsibilities include: review inspection findings, alleged hazardous conditions and incident reports to identify safety issues and prevent recurrence.	8 CCR § 3203; OEHS IIPP Template; Safe School Plan, Volume 1 – Prevention Programs



Injury and Illness Prevention

Subtype	Corrective Action for Identified Deficiency	Reference
IIPP - Summary Page	Post a copy of the Injury and Illness Prevention Program (IIPP) Summary in a conspicuous area.	8 CCR § 3203; OEHS IIPP Template, Attachment B
IIPP - Training	Provide and maintain records of annual Injury and Illness Prevention Program (IIPP) training. Maintain training records on-site for 3 years.	8 CCR § 3203; OEHS IIPP Template
IIPP Program	Prepare and implement an Injury and Illness Prevention Program (IIPP) using the OEHS "IIPP Template," and update at least annually in accordance with BUL-3372.2. For assistance, contact OEHS at (213) 241-3199.	8 CCR § 3203; BUL-3772
Medical Screening/Fit Testing	Ensure annual medical screening and respirator fit testing for workers using respiratory protection.	8 CCR § 5144
Medication Log	Maintain a student medication log, doctor protocols and dispensing log in the Nurse's office.	CEC 49423; BUL-3878.2
Medication Storage	Ensure medication cabinet is secured at all times.	
OSHA Log 300	Maintain OSHA Log 300 of employee injuries and illnesses as required by Cal/OSHA. Contact OEHS at (213) 241-3199 to request a copy.	8 CCR § 14300
OSHA Log 300A Summary Posting	Ensure the OSHA Log 300A Summary from the previous calendar year is posted from February 1 through April 30 in a location frequented by employees. Contact OEHS at (213) 241-3199 to request a copy.	8 CCR § 14300; 29 CFR § 1904
OSHA Poster	Post Cal/OSHA Safety & Health Protection on the Job poster in a conspicuous location.	8 CCR § 340
OSHA Reportable Injury	Notify Cal/OSHA and OEHS within eight hours of any work-related serious injury or death.	8 CCR § 342; 29 CFR § 1904.8; Safety Alert No. 02-09



Injury and Illness Prevention

Subtype	Corrective Action for Identified Deficiency	Reference
Other	Other	
Repeaters	Identify employees that file multiple workers' compensation claims and provide counseling specific to preventing those injuries. Maintain written records of counseling. For assistance, contact Employee Performance Accountability at (213) 241-6056.	
Respirators	Provide respiratory protective equipment when engineering or operational controls are not feasible for limiting exposure to airborne contaminants.	8 CCR § 5144
Respiratory Protection Program	Maintain a copy of the Respiratory Protection Program on-site and provide annual training.	8 CCR § 5144;
Restricted Access - General	Restrict access by students and staff until OEHS has authorized occupancy.	
Safe Work Practices	Ensure staff is properly trained and utilizes safe work practices.	8 CCR § 1510
Sharps - Disposal	Ensure that contaminated sharps are disposed in approved containers. Sharps containers must be replaced when damaged or filled to capacity. For assistance, contact Nursing Services at (213) 202-7580.	8 CCR § 5193; 29 CFR § 1910.1030
Sharps - Use	Ensure sharps are only used by trained personnel.	8 CCR § 5193; 29 CFR § 1910.1030
Sharps Log	Maintain a Sharps Injury Log of each employee exposure incident involving a sharp (e.g. needle, scalpel, lancet, etc.). Records must be maintained for 5 years.	8 CCR 5193
Sports Medical Clearance	Ensure appropriate medical clearance for students prior to participating in interscholastic athletics.	Bulletin Z-9
Stay-At-Work Program	Ensure compliance with the District's Stay-At-Work Program per Reference Guide 1279. For assistance, contact the Division of Risk Management & Insurance Services at (213) 241-3139.	REF-1279



Lead Management

Subtype	Corrective Action for Identified Deficiency	Reference
Drinking Fountain Shut Off	Remove water fixture from service until repairs have been made and OEHS confirms lead levels are within acceptable limits established by the U.S. Environmental Protection Agency (EPA).	
Flushing	Flush drinking fountains, kitchen faucets and other water fixtures used to dispense drinking water each morning for a minimum period of 30 seconds to minimize potential exposure to lead and other water pollutants.	REF-858
Lead Training	Ensure that all workers disturbing lead painted or assumed lead painted surfaces have proper training and certifications.	8 CCR §1532.1; 17 CCR § 35001
Lead Work Compliance	Ensure compliance with required lead work practices, engineering controls, and personal protective equipment for all lead-related construction activities and releases.	17 CCR § 35000; HUD Guidelines
Other	Other	
Peeling Paint	Repair areas of peeling or otherwise deteriorated paint surfaces and clean up paint debris. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	
Restrict Access - Lead	Restrict access to rooms or other areas with potential lead contamination.	
Restrict Access - Lead K-3	Restrict access by students in kindergarten through third grade to areas where peeling paint or paint debris is directly accessible.	



Miscellaneous

Subtype	Corrective Action for Identified Deficiency	Reference
Animals - Approval	Obtain authorization from site administrator prior to bringing animals onto campus.	BUL-797
Animals - Care	House and care for all caged animals in a humane, clean and safe manner.	BUL-797
LAUSD Required Postings	Ensure LAUSD Regulatory Notices Posters are displayed in a conspicuous area and accessible to employees. Contact the Office of Risk Management and Insurance Services at (213) 241-3139 for assistance.	BUL-1504
No Corrective Action	No corrective actions are required as a result of this inspection.	
Other	Other	
Smoking	Prohibit smoking on District sites pursuant to BUL-3630.	BUL-3630; No Child Left Behind Act (NCLB) of 2001; Title IV of the Safe and Drug-Free Schools and Community Act; CEC Sections 48901 & 48900(h)



Off-site Risks

Subtype	Corrective Action for Identified Deficiency	Reference
Abandoned Vehicle	Off-site survey identified an abandoned vehicle that may pose a significant risk to school occupants. Confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
Air Emission Source	An industrial air emission source has been identified in proximity to the school which may pose a significant health or safety risk to school occupants. Report all air pollution complaints to OEHS at (213) 241-3199 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664. Maintain log of air pollution complaints pursuant to OEHS Safety Alert No. 03-02.	OEHS Safety Alert No. 03-02
Airport or Transportation Corridor	Off-site survey identified an airport or other major transportation corridor (i.e., freeways) in close proximity to site.	
High Risk Facility	Off-site survey identified one or more industrial facilities in close proximity to site.	Board Resolution on "High Risk Facilities"
Multi-Story Building	Off-site survey identified one or more multi-story buildings adjacent to your site. Ensure emergency supplies, assembly area and evacuation routes are located a safe distance (1.5 times the height of the building) from multi-story buildings whenever feasible.	
Off Site Noise	Off-site survey identified potential noise sources in close proximity to site.	
Pipeline	Off-site survey identified one or more high pressure or petroleum pipelines in close proximity to site.	
Power Line	Off-site survey identified one or more high power transmission lines in close proximity to site.	
Railway Line	Off-site survey identified a railway line in close proximity to site.	



Off-site Risks

Subtype	Corrective Action for Identified Deficiency	Reference
Sidewalk/Curb	Off-site survey identified deteriorated sidewalk/curb in public walkway that may pose a trip and fall hazard to school occupants. Contact the appropriate city or county public works agency to request repair.	
Trash/Debris	Off-site survey identified trash/debris or other material including dead animals that may pose a significant health or safety risk to school occupants. Contact the appropriate city or county department to request removal.	
Unlawful Activity	Off-site survey identified unlawful activity adjacent to school (drug or liquor sales, gang activity, street vending, loitering, etc.) Notify the appropriate law enforcement agency.	BUL-577



Pest Management

Subtype	Corrective Action for Identified Deficiency	Reference
Approved Pesticides List	Post a current copy of the District's Approved Pesticide Products List in the main office.	CEC § 17612; BUL-4570; LAUSD IPM Policy
Bird Nesting	Mitigate bird droppings and nesting issues. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	LAUSD Integrated Pest Management Program
Dead Bird	Handle dead bird on campus in accordance with Safety Alert No. 04-07 "West Nile Virus Precautions." For assistance, contact OEHS at (213) 241-3199	OEHS Safety Alert No. 04-07
Fly Control	Provide air curtains, fly fans and/or self-closing screen doors for all cafeteria doors opening to the outside. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	CURFFL 114030; FDA Food Establishment Plan Review Guide
Fly Fans On	Ensure air curtains and fly fans are turned on during food preparation and service.	
Food Storage	Ensure food is stored in sealed, vermin-proof containers.	
Insects	Mitigate insect infestation (e.g., ants, cockroaches, termites). If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	LAUSD Integrated Pest Management Program
IPM Awareness	Ensure all staff is familiar with the Integrated Pest Management (IPM) Policy and Program.	CEC § 17610 ; BUL-4570; LAUSD IPM Program
Notification	Ensure all parents and staff have received a copy of the Annual Pesticide Use Notification and the Approved Pesticide List of products that may be used during the school year. Maintain a current list of parents/guardians that have requested a 72-hour advance notification.	CEC § 17612; BUL-4570; LAUSD IPM Policy



Pest Management

Subtype	Corrective Action for Identified Deficiency	Reference
Other	Other	
Pesticide Application	Ensure pesticides used on campus are on the District's Approved Pesticide Products List and are applied only by a District Pest Management Technician.	CEC § 17612
Record Keeping	Maintain records for the past four years of pesticides used at the site.	LAUSD Integrated Pest Management Program; CEC 17611
Rodents	Mitigate rodent infestation. Place service call to District Pest Management at (213) 745-1435. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	LAUSD Integrated Pest Management Program
Standing Water	Remove all sources of stagnant or standing water on campus to prevent mosquito breeding. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	OEHS Safety Alert No. 04-07
Warning Signs - IPM	Ensure warning signs are posted at least 24 hours prior to pesticide application and remain posted for 72 hours after application.	CEC § 17612



Prevention Programs (Safe School Plan, Volume 1)

Subtype	Corrective Action for Identified Deficiency	Reference
Attendance Plan	Establish attendance plan in compliance with District policy.	BUL-1292
Crisis Handbook	Maintain a copy of the most recent Crisis Intervention Handbook, so that it is available to the site administrator and members of the Crisis Intervention Team.	Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1
Discipline Code	Ensure the school discipline code is distributed annually to all students, parents and employees.	Safe School Plan, Volume 1 – Prevention Programs; Collective Bargaining Agreement, UTLA & LAUSD, Article XXIV and Article XXVIII; BUL-3638
HRLT Calendar	Ensure the Human Relations Leadership Team (HRLT) maintains a calendar of events to implement strategies for the Multicultural and Human Relations Education Program (MHREP).	School Plan, Volume 1 - Prevention Programs
HRLT Team	Establish a Human Relations Leadership Team (HRLT) and assign a coordinator.	School Plan, Volume 1 - Prevention Program
Intervention Notebook	Maintain an intervention notebook to document the specifics of each critical incident and Crisis Intervention Team actions taken in response.	Safe School Plan, Volume 1 - Prevention Programs; BUL-962.1



Prevent programs (Safe School Plan, Volume 1)

Subtype	Corrective Action for Identified Deficiency	Reference
MHREP Summary	Ensure the Human Relations Leadership Team (HRLT) submits a year-end summary of the Multicultural and Human Relations Education Program (MHREP) to the site administrator and school governance council.	Office of Intergroup Relations, Educating for Diversity: A Framework for Multicultural and Human Relations Education, School Assessment Checklist, pages 76-79, 4-92.
Other	Other	
SSP Vol 1	Develop and annually update Safe School Plan, Volume 1. Refer to Reference Guide 5511. Contact School Operations at (213) 241-5337.	Safe School Plan, Volume 1 - Prevention Programs; REF-1242; REF-5511



Traffic and Pedestrian Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Crosswalks	Ensure students and staff are instructed to cross only at intersections and marked crosswalks.	
Designated Drop Off Points	Ensure student drop-off and pick-up points are designated and supervised as required by Safe School Plan, Volume 1 – Prevention Programs.	Safe School Plan, Volume 1 – Prevention Programs
Enforcement	Request assistance from School Police and/or local law enforcement for traffic and parking enforcement as necessary to ensure student safety during drop-off and pick-up times.	Safe School Plan, Volume 1 – Prevention Programs
Escort Vehicles	Ensure all authorized vehicles driving on campus (except in designated parking areas) are escorted.	LAUSD Specifications
Loading Zones	Provide separate designated areas for school bus and passenger vehicle loading and unloading zones. Contact OEHS Traffic Safety at (213) 241-3199 to request assistance in determining designated loading zones and changes to parking signage.	REF-1242; Safe School Plan, Volume 1 – Prevention Programs; REF-1404.4
Other	Other	
Parking on Campus	Prohibit vehicle parking on school grounds, except in designated parking areas.	
Pedestrian Routes	Ensure “Pedestrian Routes To School” map has been designated, distributed to parents and posted in the main office. Copies may be found at https://acheive.lausd.net/oehs (see Safe Routes to Schools).	Bulletin N-58; Safe School Plan, Volume 1 – Prevention Programs; MEM CT-1



Traffic and Pedestrian Safety

Subtype	Corrective Action for Identified Deficiency	Reference
Safety Evaluation	Contact OEHS Traffic Safety at (213) 241-3199 to request evaluation of traffic safety issues, signage, training, crossing guards or for assistance with Pedestrian Routes to School.	
Safety Valet Program	Implement, if feasible, a Safety Valet Program to improve the safety of students who are dropped off for school and provide a more fluid movement of vehicular traffic. Contact OEHS Traffic Safety at (213) 241-3199 to coordinate program procedures and requirements.	
Traffic Education	Provide students, parents and employees with traffic and pedestrian safety brochures, bicycle and bus safety rules, information on pedestrian routes to and from school, student drop-off/pick-up procedures, child safety seats, and seat belt/car safety information. For assistance, contact OEHS at (213) 241-3199.	BUL N-58; MEM CT-1; MEM-622



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